

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Support Staff Wage and Benefits Schedule 2025-2028 Schedule E

Schedule E provides benefits for employees who work at least ten (10) hours, but less than twenty (20) hours weekly during the school year.

A. Probationary Employees

The Dudley-Charlton Regional School District shall have the free exercise of the right to hire, fire, assign and promote. Any support staff member whose length of service is less than sixty (60) working days shall be considered a probationary employee. A probationary employee has no seniority rights, and his/her retention as an employee is entirely within the discretion of the District.

B. Discharge

The discharge of any employee who has worked beyond the probationary period shall be for cause only.

C. Transfers, Promotions and Vacancies

- o A **transfer** is a change from one school to another without any change in classification.
- o A **promotion** is defined as a change in classification that results in an increase in wages per hour.
- o A **vacancy** is a position created by the change in an employee's status or a new position created by the school committee.
- o Vacant positions may be filled through transfers, promotions or as a new hire. Positions will be posted throughout the school District for five working days.
- o The superintendent or his/her designee will make District-wide assignments and transfers of support staff members for the efficient operation of the school department as necessary.
- o The preferences of employees will be taken into consideration in making assignments and transfers; however, the best interests of students and the school system will be given priority.
- o Within an individual school, the principal will assign support staff members to tasks appropriate to their positions and qualifications.

An evaluation period of up to sixty (60) working days will follow each voluntary transfer or promotion during which time the employee will receive the new appropriate wages and/or benefits. During the evaluation period, the retention of the employee in the new position is entirely within the discretion of the principal.

D. Holiday Pay

Employees will be compensated for holidays if they meet one of the following conditions:

1. They worked on both the last scheduled workday before the holiday and the first scheduled workday after the holiday.

2. They used an administrator-approved personal or vacation day on either or both of those workdays.
3. If a sick day was taken on either the last scheduled workday before the holiday or the first scheduled workday after the holiday, they must provide a doctor's note to their principal for holiday pay eligibility.

Columbus Day	Thanksgiving Day	Christmas Day	New Year's Day
Juneteenth*	*provided Juneteenth falls within the end of the school year schedule to include school on the 20 th or beyond in any given school year		

Whenever New Year's Day, Juneteenth or Independence Day falls on a Saturday, the District will celebrate the holiday on the Friday immediately preceding that Saturday. If Christmas Day falls on a Saturday or Sunday, the holiday will be observed the following Monday. Whenever Christmas Eve falls on a Saturday, the superintendent will designate a day to be taken during the period when schools are closed between Christmas and New Year's Day. If Veterans' Day is not an observed holiday on the school calendar, then the superintendent will designate a day to be taken when schools are closed between Christmas and New Year's Day.

E. Jury Duty

Each employee is entitled to a maximum of three (3) days leave with regular pay from the District, if selected and summoned for service on a grand jury or a trial jury, for any day, or part thereof, actually spent performing juror service.

The employer shall pay regular wages for the first three (3) days of juror service, and the Commonwealth shall pay for the fourth and subsequent days at a daily rate determined by the Commonwealth.

Employees will also receive the difference between the Commonwealth's payments for the fourth and subsequent days or part thereof spent in such service and the employee's regular pay.

F. Sick Leave

1. Employees earn the following sick leave:

<u>Years</u>	<u>Number of Days</u>
0-3	2 days per year
4 years or more	3 days per year

2. For the purpose of this benefit the year is defined as the District's fiscal year, July 1 – June 30.
3. Sick leave may not be accumulated.
4. The District may require a doctor's report when the employee has been ill for three (3) or more consecutive workdays or shows a pattern of absence.

G. Additional Sick Leave

Employees may be granted additional paid sick leave days due to long-term illness or accident. A written request to the superintendent of Schools should include a detailed medical statement by the attending physician. Employees may be granted up to a maximum of ten (10) days. Decisions will be based upon medical information provided.

H. Bereavement

When the death of an immediate family member (which is defined as mother, father, sister, brother, spouse, child, grandparent, grandchild, mother-in-law, father-in-law, step-parent, or step-child) occurs in the family of an employee, such employee is entitled to a leave of absence of up to three (3) days without the loss of wages.

In the event of death of an aunt, uncle, brother-in-law or sister-in-law, the District will pay for one (1) day's absence from work without the loss of wages.

I. Short-term Uncompensated Leave

1. Employees are expected to work every scheduled day unless permission is granted by one's principal/director. In the event that an employee exhausts his/her available benefit time, an employee may request this short-term uncompensated leave.
2. Requests for uncompensated leave must be made via email and should include a reason for the request.
3. Uncompensated leave may be granted to employees. Written application should be made to the employee's principal/director unless the employee works directly for a District-wide administrator, in which case the administrator shall receive the application. Such leave will be for a maximum of ten (10) days in any fiscal year. Said leave is subject to the approval of the superintendent or his/her designee.

J. Family Medical Leave Act (FMLA)

Employees covered under this agreement may be eligible for FMLA. Please check the FMLA posting on the District website or contact the HR Director for additional information.

K. Direct Deposit

The District may require all employees to use Direct Deposit.

L. Pro-ration of Creditable Service

If an employee has no break in service, been in the District for at least 5 years, and moves from a benefit-eligible position to another, there is no pro-ratio of creditable service time. Creditable service will be calculated as years of service.

If an employee has not been in the District for at least 5 years and moves from a benefit-eligible position to another, the pro-ratio formula will be used to determine credible service.

If an employee moves from a non-benefit-eligible position to a benefit-eligible position, the pro-ratio formula will be used to determine credible service

M. Clothing Allowance

For all custodial and cafeteria employees, the District will reimburse employees up to \$200.00 per fiscal year for the cost of appropriate clothing needed for work, including footwear.